

Discussion Overview

- Tiny Home on Wheels (THOW) description
- Property eligibility for a THOW
- Before Buying a THOW
- How to apply for a THOW permit
- THOW inspection requirements and process



THOW Description & Property Eligibility

Presented by Sarah Shull, ADU Ally

THOW Description

- A type of accessory dwelling unit (ADU)
- Allowed only on single-family properties
- Have different requirements and a simpler, lower-cost permit process than ADUs or junior accessory dwelling units (JADUs)
- Shall be detached from the single-family home
- Allowed size ranging from 150 sq. ft. up to 400 sq. ft.



Photo 1: Tiny Home on Wheels (THOW)
Photo credit: www.tinyhomesbayarea.com



THOW Description Continued

- On wheels, not attached to a permanent foundation
 - If the wheels are removed and the unit is attached to a conventional foundation, the unit no longer qualifies as a THOW
 - See San José Municipal Code Section 20.30.460 and "What is the permit process?" at www.sai.seca.gov/ADUs
- Cannot move under its own power
- Shall be towable by a bumper hitch, frame-towing hitch, or fifth wheel connection
- Does not require an address



Property Eligibility

- Bulletin #291 Tiny Home on Wheels Permit Checklist
- www.SJPermits.org
 - For property designations on page 2, visit www.sjpermits.org and tap "Permits & Property Information"; enter your address; on the next screen, click on your property and select "Property Information." A list of designations will appear.

QUESTION			NO				
SECTION A. PROPERTIES THAT QUALIFY							
1.	Zoning. Is the property a lot with one single-family home on it?> Outcome: If yes, one THOW is allowed. If no, a THOW is not allowed.						
2.	Presence of other ADUs (granny units). The main dwelling may have either an attached accessory dwelling unit (ADU) (see San José Municipal Code Section 20.30.460) or a junior accessory dwelling unit (JADU); a JADU is a unit less than 500 sq. ft contained fully within the primary dwelling (see Section 20.30.470). The property may NOT have a detached ADU on it. Does the property for the proposed THOW comply with these conditions? > Outcome: If yes, a THOW is allowed. If no, a THOW is not allowed.						

Properties that Qualify Section of Bulletin #291 Tiny Home on Wheels Permit Checklist



THOW Placement Considerations

- Things to consider about the property:
 - Proposed THOW location shall be at least 6 ft. from the single-family home and any other building or structure greater than 120 sq. ft.
 - Easements
 - Setbacks
 - Power Lines
 - Trees
 - Service Drops overhead electrical line running from a utility pole to an existing single-family home
 - Other existing ADU or JADU
 - THOW may be proposed on a property with a JADU or an attached ADU
 - THOW may not be proposed on a property with a detached ADU

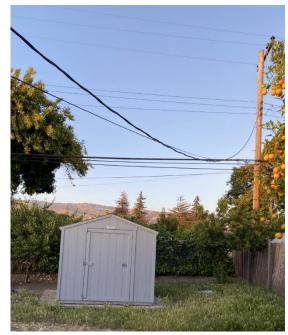


Photo 2: Service Drop in Rear Yard & 10 Foot Public Utility Easement (PUE) Photo credit: anonymous homeowner



Before Buying a THOW

- Read the <u>Bulletin # 291 Tiny Home on Wheels Permit Checklist</u>
- Check the property for eligibility and conduct property research
- Share <u>Bulletin # 291 Tiny Home on Wheels Permit Checklist</u> with the company manufacturing or selling the THOW
- If you or the THOW manufacturer or company have questions about installing a THOW in San José, send them via email to <u>ADU.Ally@sanjoeca.gov</u>



How to Apply for a THOW Permit

Presented by Jacob Swiech, Planner II

THOW Preliminary Criteria

- In order to be approved, THOWs shall meet ALL requirements listed in <u>Bulletin #291 Tiny</u> Home on Wheels Permit Checklist
- THOW shall be detached self-contained unit
- Intended for separate, independent living quarters for one household
- Designed and built to look like a conventional building structure
- Includes basic functional areas that support normal daily routines such as cooking, sleeping, toilet, and bathing facilities





THOW Preliminary Criteria Continued



Photo 3: Living space



Photo 4: Shower



Photo 5: Sink and toilet



Photo 6: Kitchen, stairs to loft, etc.

Photos of Tiny Home on Wheels (THOW) interior Photo credit: www.tinyhomesbayarea.com



THOW Preliminary Criteria Cont.

- Shall be registered with the California Department of Motor Vehicles
 - CA DMV Vehicle Industry Registration Procedures Manual
- Shall meet requirements and be certified
 - Park Trailer American National Standards Institute (ANSI) 119.5 requirements OR
 - Recreational Vehicle (RV) National Fire Protection Association (NFPA) 1192
 - Certification must be made by a qualified third-party inspector
 - CA Housing and Community Development (HCD) <u>Third-Party Design Approval Agencies</u> webpage
 - The <u>Recreational Vehicle Industry Association (RIVA)</u> is a common certification agency for manufacturers, while the <u>National Organization of Alternative Housing (NOAH)</u> is more common for small fabricators
- Shall be towable by a bumper hitch, frame-towing hitch, or fifth-wheel connection and cannot move under its own power



THOW Placement on Lot

- Shall not be proposed on an easement
 - Check title report that came with the purchase of the property
 - Check tract and parcel maps (may be less accurate than a title report)
 - County Surveyor Record Index tool at http://bit.ly/2ZhGjXc
- Properties in a Historic District on California Register of Historic Resources
 - Find historic designations: www.sanjoseca.gov/HistoricResourcesInventory

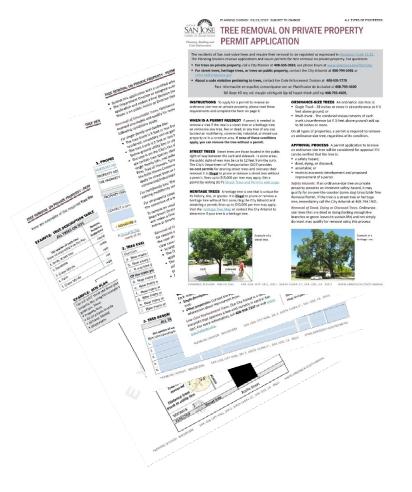


THOW Placement on the Lot Continued

- Proposed THOW location shall be at least 6 feet from the single-family home and any other building or structure that is greater than 120 square feet
- Shall comply with setback and location requirements:
 - Located in Rear Yard:
 - Minimum 45 ft. from the front property line and minimum 4 ft. setback from any interior side or rear property line and minimum 10 ft. from a corner property line
 - Located in Interior Side Yard:
 - Minimum 45 ft. from the front property line and minimum setback of 4 ft. from an interior side property line. An interior side does not face a street, such as may occur on a corner lot



THOW Placement on the Lot Cont.



• If constructing the THOW requires removal of an ordinance-size or heritage tree (over 38 inches circumference) on private property, see the rules for removing trees on the Planning Division's Tree Removal on Private Property Permit Application

THOW Size & Design Standards

- Allowed size ranging from 150 sq. ft. up to 400 sq. ft.
- Shall be no greater than two stories
- Maximum height of 16 ft.
 - Roof height in accordance with San José Municipal Code Section 20.200.510
- Undercarriage (wheels, axles, tongue and hitch) shall be hidden from view from the public right of way. i.e. sidewalk and/or street



THOW Size & Design Standards

- THOW shall have all following required design elements:
 - Exterior materials shall exclude single piece composite laminates or interlocked metal sheathing
 - Windows shall be at least double pane glass and include exterior trim
 - Windows and doors shall not have rounded corners
 - Roofs shall have a minimum of a 2:12 pitch for greater than 50 percent of the roof area and not be composed of wooden shingles
 - All exterior walls and roof shall be fixed with no slide-outs, tip-outs, nor other forms
 of mechanically articulating room area extensions
 - Mechanical equipment must be incorporated into the structure and not located on the roof
 - Mechanical equipment must be setback at least 5 ft. from rear and side property lines



THOW Parking Standards

- No additional parking is required for the THOW
 - Any displaced parking resulting from the construction of the THOW is not required to be replaced
- Parking Pad a paved or alternate pad shall include bumper guards, curbs, or other installations that adequately prevent movement of the THOW



THOW Parking Standards Continued

- Wheels and leveling or support jacks shall sit on a resilient surface that meets either of the following criteria:
 - Paved: The parking area is paved with hard, durable asphaltic paving that is at least 2 inches thick after compaction, or with cement paving at least 3 inches thick; **OR**
 - Compacted: The parking area is paved with alternative paving materials that may consist of porous asphalt; porous concrete; permeable interlocking concrete pavers; permeable pavers; decomposed granite, crushed rock or gravel; plastic or concrete grid system confined on all sides and filled with gravel or grass in the voids; or other similar materials that meet the following requirements:
 - Permeable interlocking concrete pavers and permeable pavers that have a minimum thickness of 80 mm (3.14 inches); and
 - Products and underlying drainage material are installed to meet manufacturers' specifications. Sub-grade soils shall be compacted as required to meet the product installation specifications



THOW Submittal Package Requirements

- All submittal shall be electronic
- Save all submittal documents as PDFs
- Use <u>Site Plans</u>, <u>Elevations</u>, <u>and Floor Plans</u> example to create THOW site, elevation, and floor plans (drawn to scale)
- Include electrical and plumbing items on site plans
 - Refer to questions 1 through 14 on <u>Bulletin #</u>
 213 Inspection Checklist for ADUs
- Provide additional requirements like registration, certification, design details, etc.

Site Plans, Elevations and Floor Plans

What is a Site Plan? A site plan is a top view ("bird's eye") of a property that is drawn to scale. A site plan shows:

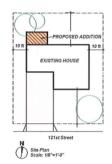
- Property lines
- Outline of existing and proposed buildings and structures
- Distance between buildings
- Distance between buildings and property lines (setbacks)
- · Parking lots, indicating parking spaces
- Driveways
- Surrounding streets
- Landscaped areas
- Easements
- Ground sign location

What is an Elevation? An elevation is a front, side or rear view of a building (or a facade) drawn to scale. An elevation should show:

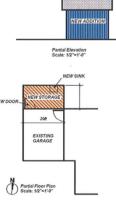
- Height of building
- · Exterior building materials and colors
- Windows and doors (location, size, shape, and materials indicated)
- · Roof (materials indicated)
- Roof screens and or/parapets (materials indicated)
- All existing and proposed equipment
- The architecture of the building
- All four sides of the building
- Architectural details

What is a Floor Plan? A floor plan is a top view ("birds eye") drawing of the interior of a building. A floor plan should show:

- Interior walls and hallways
- Restrooms
- · Windows and doors
- Appliances such as stoves, refrigerators, water heater etc.
- Interior features such as fireplaces, saunas and whirlpools
- · The use of all rooms shall be indicated



EXISTING HOUSE



All site plans, elevations and floor plans must be drawn to scale.

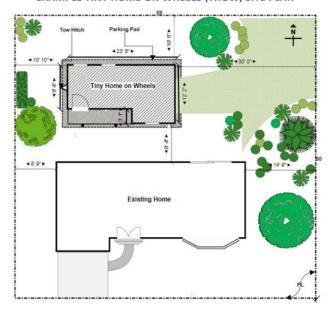
Site Plans, Elevations, and Floor Plans example



THOW Submittal Requirements

- Send complete submittal package via email to ADU.Ally@sanjoseca.gov
- ADU Ally will route files to City Permit Specialist to complete the submittal process
- After submittal, Planning provides review
- After approval, receive permit for electrical and plumbing site connections
- Note: THOW permits cannot be pulled online at this time

EXAMPLE TINY HOME ON WHEELS (THOW) SITE PLAN



Site and Building Information

- Address: 123 Main Street
- Zoning: R-1-8
- APN: 123-45-678
- Lot Size: 5,520 sq. ft.
- Proposed THOW- 226.22 sq.ft.
- THOW size with porch: 287 sq. ft.
- Scope of work: Addition of a 226.22 sq. ft. home on wheels to the rear yard of a single family residence.

*Refer to guestions 1-14 on the Inspection **Checklist for ADUs**

Additional items to include on THOW site plan

- Proof of THOW registration.
- Proof that the American National Standards Institute (ANSI) 119.5 requirements or the National Fire Protection Association (NFPA) 1192 standards are being met, and that is it certified for ANSI or NFPA
- Provide a detail showing the THOW is towable
- Provide a detail of the parking pad the THOW will be
- Wheels and leveling requirments.

*See Bulletin #291 - Tiny Home on Wheels Permit Checklist for more information



THOW Inspection Requirements & Process

Presented by Bruce Campbell, Building Inspection Manager

After THOW Approval

- Permit Record:
 - Received during permit issuance
 - Captures history of inspections
 - Details on first page describe pre-paid inspection time, Building Field Coordinator, and steps to see inspection status online, schedule and cancel inspections

Final Inspection Record

Code	Inspection	Date	Approved By
918	Electrical Final		
928	Plumbing Final		

See other side for interim inspection record

A total of 1 hours of inspection time have been allocated for this permit. Inspection time will be determined using the requested inspection time or the actual expended inspection time, whichever is greater. Please note that inspection time includes 10 minutes of travel time per stop. Once the allocated inspection time is exceeded additional fees will be assessed for additional services. Cancellation or rescheduling of a scheduled inspection must be received by 2:00 p.m. 2 business days prior to the inspection; otherwise, the inspection time requested will be debited from the allotted hours. Cancellation time may change. Field coordinator name: Don Lindsey, phone #: 408535-6859. To schedule an inspection, please plan around a week ahead. Go online at www.sjpermits.org or call us at (408) 535-3555 to schedule the inspection.

Permit Record detail example 1



After THOW Approval

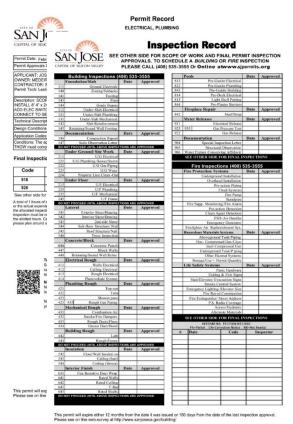
- Schedule or cancel an inspection:
 - Visit www.SJPermits.org or call us at (408) 535-3555
 - Cancel an inspection by 2 pm 48 business hours in advance to keep inspection time
- Inspection Records Online <u>How to Find</u> <u>Inspection Records</u>
- If you have questions or need assistance with inspections or Building codes, contact the Building Field Coordinator
 - Their name and number can be found printed on the Permit Record



Page 1 of 2: Permit Record received at permit issuance



Permit Record/Remote Job Card



 Inspection Record (2nd page of Permit Record) is not specific to THOWs and includes a full scope of possible types of inspections for a wide range of projects

Page 2 of 2: Inspection Record received at permit issuance



Prepare THOW Construction Site

- Follow approved architectural, electrical and plumbing site plans to ensure correct installation of THOW, utility lines, utility connections, etc.
 - Note: electrical and plumbing plans will be reviewed in the field at the time of the first inspection
- Refer to requirements
 - Bulletin #291 Tiny Home on Wheels Permit Checklist
 - 1 through 14 on <u>Bulletin # 213 Inspection Checklist for ADUs</u>
- Proposed THOW location shall be at least 6 ft. from the single-family home and any other building or structure greater than 120 sq. ft.
- Easements
- Setbacks
- Power Lines
- Service Drops- overhead electrical line running from a utility pole to an existing single-family home
- Trees



Prepare for Inspections

- During Inspections, Building Inspectors need to see and verify work has been completed correctly per:
 - California Plumbing Code
 - California Electrical Code
 - 1 through 14 on <u>Bulletin # 213 Inspection Checklist for ADUs</u>
- THOWs require at least a minimum of 2 scheduled inspections
- First inspection is typically Underground Utilities
 - Verify sizing for utilities sewer, water, electrical
 - Underground electrical, sewer, and water
 - These must be inspected and approved BEFORE backfilling trenches

	Under Ground/Site Work	Date	Approved
211	U/G Electrical		
221	U/G Plumbing/Sewer/Storm		
222	U/G Gas Piping		
223	U/G Water		
224	Property Line Clean -Out		

THOW 1st inspections on 2nd page of Permit Record



Underground Inspections

- Sewer must drain by gravity unless prohibited by site conditions
- Do not propose a mechanical pump unless you have exhausted all options
- If you are considering a sewage ejector pump, contact the Building Field Coordinator and refer to 1 through 14 on <u>Bulletin</u> # 213 Inspection Checklist for ADUs



Photo 7: Open trench with sewer and water lines Photo credit: anonymous homeowner



Photo 8: Upgraded water main
Photo credit: anonymous homeowner



Underground Inspections Continued

- Leave trenches open until underground inspections have been approved
- For more information about electrical and plumbing requirements, refer to <u>Building</u> <u>Inspection Information webpage</u>



Photo 9: Horizontal Drainage Connection to Existing Single-Family Dwelling 27" Deep Photo credit: anonymous homeowner



Prepare for Inspections Continued

- THOW shall have a flexible connection to electric, water, and sewer utilities
- Plumbing utility connection points must be within 4 ft. of the parking pad
- Per <u>San José Municipal Code Section 17.845</u>, connection to natural gas is prohibited



Flexible Connection Inspections

- Potable water connection shall be located on the rear half of the pad on the same side of the THOW as the manufacturer supplied connection (left side)
- Water riser pipe shall be located within 4 ft. of the pad and shall be equipped with a threaded male spigot located not less than 12 inches but not more than 24 inches above grade level for the attachment of a standard water hose
- Water riser pipe shall be protected from physical damage



Flexible Connection Inspections Continued

- Water supply piping shall be sized to accommodate the added fixtures included with the THOW
- Provide water piping sizing calculations:
 - Site plan showing existing water piping system, size of water meter, size and type of water piping from the meter to the existing single-family home, supplied pressure, Water Supply Fixture Units (WSFU) for the single-family home and total developed length from the water meter to the most remote outlet
 - Show water piping for the THOW including point of connection, size and type of piping, length of piping and WSFU for the THOW



Flexible Connection Inspections Continued

- Sewer drainage connection piping shall consist of sewer riser firmly imbedded in the ground, extending vertically to grade and protected against damage from movement
- The minimum diameter of the sewer riser shall be not less than 3 inch in diameter and shall be provided with a 4 inch inlet or not less than a minimum 3 inch female fitting
- Sewer drainage connection shall be located within 4 ft. of the pad on the same side as the THOW manufacturer supplied connection (left side)
- It shall be provided with a tight-fitting plug cap, which shall be secured by a durable chain (or equivalent) to prevent loss
- Provide a site plan showing the new sewer line and point of connection to the existing sewer line
- Show the pipe size and type of material to be installed
- A minimum 4 inch sewer line is required if:
 - There are 4 or more toilets on the property or if a sewer ejector pump is installed
 - Proposing to use 1/8th inch per foot slope



Electrical Inspections

- Load Calculation for THOWs
 - Determine the minimum ampacity (usage) that will be required for the THOW
 - Combined electrical load of the THOW and single-family home cannot exceed the ampacity rating of the single-family home electrical service
 - A main electrical service upgrade may be required if use exceeds service rating for single-family home
 - Provide electrical load calculation to verify main electrical service capacity
 - If the THOW is evaluated to NFPA 1192 standards, the added load for the THOW = 100% of THOW supply overcurrent device rating
 - If the THOW is evaluated to ANSI 119.5 standards, the load is permitted to be calculated using the optional methods per the CA Electrical Code Article 220.82



Photo 10: Existing Electrical Service 125 Amps Photo credit: anonymous homeowner



Electrical Inspections

- The supply receptable for cord and plug connected THOW must be within 5 ft. to 7 ft. of the pad and be located to accommodate the maximum cord length (25 ft.) supplied with the THOW
- THOW (ANSI 119.5) are permitted to be hard wired utilizing a flexible wiring method (Liquidtight Flexible Metallic Conduit or Liquidtight Flexible Nonmetallic Conduit) connected to the manufacturer supplied connection point
- Receptacles must have the same configuration as the manufacturer supplied cord cap
- Adapters or extension cords are not allowed



Final Inspections & Move In

- Field inspector will verify that THOW has been certified and labeled by a third-party agency according the reference standards previously mentioned on slide number 12
- Electrical & Plumbing Final Inspection
 - May be scheduled once the THOW has been placed and connected to utilities

Final Inspection Record

Code	Inspection	Date	Approved By
918	Electrical Final		
928	Plumbing Final		

See other side for interim inspection record

A total of 1 hours of inspection time have been allocated for this permit. Inspection time will be determined using the requested inspection time or the actual expended inspection time, whichever is greater. Please note that inspection time includes 10 minutes of travel time per stop. Once the allocated inspection time is exceeded additional fees will be assessed for additional services. Cancellation or rescheduling of a scheduled inspection must be received by 2:00 p.m. 2 business days prior to the inspection; otherwise, the inspection time requested will be debited from the allotted hours. Cancellation time may change. Field coordinator name: Don Lindsey, phone #: 408535-6859. To schedule an inspection, please plan around a week ahead. Go online at www.sipermits.org or call us at (408) 535-3555 to schedule the inspection.

Permit Record detail example 2

- Ready for move in when:
 - THOW has been placed
 - All final inspections have been approved, and
 - The status of the permit reads "Finaled" via www.SJPermits.org





